

**Virginia Litter Control & Recycling Fund Advisory Board  
Quarterly Meeting Minutes  
December 16, 2002**

**Board Members**

Dennis Gallagher, Chairman  
Rosemary Byrne  
Aimee Hadfield  
George Hunnicutt

Chairman Gallagher announced there was a quorum and called the meeting to order at 10:30 a.m. He welcomed Aimee Hadfield as a member of the Board.

**Ms. Byrne moved, and Ms. Hadfield seconded, approval of the December 16, 2002 meeting agenda. MOTION CARRIED.**

**Ms. Byrne moved, and Mr. Hunnicutt seconded, for approval of the June 25, 2002 meeting minutes. MOTION CARRIED.**

**Summary of Activity/Funding and Expenditure Report**

Mike Murphy, Department of Environmental Quality (DEQ), stated that, due to the current state budget situation, interest payments on grant funds have not been released by the governor. He provided the Board with the cash balance amounts from July through October 2002. Beer tax allocations and Virginia litter tax allocations have increased, while soft drink taxes have decreased. Mr. Hunnicutt pointed out that the decrease in soft drink tax receipts may be due to the legislative changes that went into effect July 1, 2002, and that corporate tax returns are not due until May 2003, so it may not be possible to determine yet the true amount that will be collected.

***Chairman Gallagher requested that the Board convene on February 6, 2003, by teleconference to review and discuss tax revenue data.***

Mr. Murphy reported the unexpended balance of \$121,703 for the noncompetitive grants has been reduced, due to supplemental grants to localities, to \$9,563. The allocation for FY 03 competitive grants was \$368,788. Governor Warner's reduction plan for the Department of Environmental Quality called for eliminating the funds to the competitive grant program for fiscal years 2003 and 2004. Steve Coe, DEQ, will provide the Board with the list of grant applicants for the 2003 award program for informational purposes.

**Rosemary Byrne moved, and Aimee Hadfield seconded, acceptance of the Litter Control and Recycling Program – Fund 0925 report and the Litter Prevention and Recycling Program Funding and Expenditure report. MOTION CARRIED.**

### **FY 2003 Non-Competitive Grant Program Summary**

Steve Coe reported that, as of Monday, October 21, 2002, 174 applications for grant funds had been received, with 171 applications processed, and a total of 165 applications that received the full calculated award amounts. Mr. Coe included a table that detailed localities that received less, greater than, and/or no award (due to excess carry-over monies).

Mr. Coe provided the Board with a detailed listing spanning three fiscal years of localities that did not apply for grant awards. Chairman Gallagher stated the Board would visit this issue at its spring 2003 Board meeting in advance of the July 2003 allocations.

### **FY 2002 Performance and Accounting Report**

Mr. Coe provided the Board with the Annual Report for the Non-Competitive Grant Program. He pointed out that, in Fiscal Year 2002, local governments matched the grant funds awarded with monies from other sources and in-kind services at over 700% (as compared to the 380% match in the previous fiscal year). He stated the annual report would be sent electronically to the Division of Legislative Automated Systems and would be posted on the DEQ website.

### **FY 2002 Competitive Grant Projects**

Mr. Coe stated that the Virginia Council for Litter Prevention and Recycling released \$3,690 in grant funds awarded to them. He presented the Board with a historical list of competitive grant awardees from 1996 through 2001.

Mr. Coe reported that DEQ sent Clear Channels Communications a registered letter, stating their non-compliance with their competitive litter grant contract for failure to submit a final report. The result was the forfeiture of \$18,000, which was returned to the competitive fund account.

James Starr, Department of Forestry, requested a no-cost extension of their grant contract until March 31, 2003, to facilitate the rescheduling of their regional environmental education conference (rescheduled to February 2003).

**Pedro Hunnicutt moved, and Rosemary Byrne seconded, approval of a no-cost time extension to the Department of Forestry's grant program (Contract #6393) until March 31, 2003. MOTION CARRIED.**

Mr. Coe reported that, in a letter dated November 30, 2002, Clean Virginia Waterways requested a 30 day no cost time extension of their FY 02 litter grant in order to complete their final report (which will be due December 30, 2002). Mr. Coe stated that, in order to expedite their request, he has verbally given his approval.

Mr. Coe provided the Board with a memo dated October 30, 2002, that was sent to FY 03 competitive litter grant applicants stating that, due to the current budget situation, competitive grant funds had been eliminated this year by the Governor's office.

Chairman Gallagher expressed his concerns about applicants who depended on the competitive grants to fund their special litter control and recycling projects.

**Pedro Hunnicutt moved, and Rosemary Byrne seconded, acceptance of the Litter Prevention and Recycling Competitive Grant report. MOTION CARRIED.**

Mr. Murphy pointed out to the Board that the elimination of the funding for the litter prevention and recycling competitive grant program is for fiscal years 2003 and 2004.

#### **FY 2003 Litter Awareness Campaign Update**

Mr. Murphy stated he has a personal conflict of interest for any matters pertaining to the Litter Awareness Campaign and requested to be excused from the meeting during the discussion of this campaign. Chairman Gallagher granted his request.

Allan Lassiter, Department of Environmental Quality (DEQ), stated he has received many positive comments with regards to the on-going statewide campaign. The Request for Proposals (RFP) is now in the second phase of the campaign. DEQ could not move forward earlier this year with awarding a contract for Phase 2 due to insufficient competition. Mr. Lassiter suggested the Board review the two approved proposals DEQ received in-house in order to expedite the program; with an in-house review, one of the applicants could be under contract by early January 2003. He suggested forming a committee that included Mr. Coe and a staff member from DEQ's finance division. Chairman Gallagher stated he would like Ms. Byrne and Ms. Hadfield to be included on that committee.

***A committee consisting of Rosemary Byrne, Aimee Hadfield, Steve Coe, and a staff person from DEQ's finance division will work together to review proposals for Phase 2 of the Statewide Litter Awareness Campaign.***

Mr. Lassiter also informed the Board that the staff person who initially worked on the RFP is no longer with the agency, and apologized for any inconveniences/misinformation to the Board during the previous contract process.

## **New Business**

Aimee Hadfield reported that, on April 29, 2002, a letter was sent to the Secretary of the Commonwealth from statewide environmental and recycling specialists detailing ways to strengthen and improve Virginia's litter control and recycling fund program. She provided copies to the Board. One of their suggestions—**Add representation to the board that expands its focus into formalized environmental, education, and recycling areas**—has been initiated with the Governor's appointment of Ms. Hadfield to the Board.

Nancy Drumheller, Keep Henrico Beautiful, provided the Board with a brochure her agency created which includes information on the statewide litter campaign.

Mr. Coe stated he has copies of the finished products from several of the previous fiscal year's competitive grant applicants and gave the Board the opportunity to review the finished works.

Mr. Lassiter suggested to the Board that the surplus \$9,563 left over from supplemental grants be either rolled over into next year's noncompetitive grant funds or be awarded to a single locality to initiate a litter control and recycling program.

He also suggested the Board review adjusting the deadline for applications on the noncompetitive grants by changing the due date for the Performance and Accounting reports (P&A) to 30 days after the deadline for the actual grant request.

***Allan Lassiter, Rosemary Byrne, and Janet Ellis will work as a subcommittee to determine how to appropriate the \$9,563 surplus funds from the supplemental grants and to study the issue of grant applications/P&A reports deadlines.***

Aimee Hadfield moved, and Rosemary Byrne seconded, that the Board meeting be adjourned. **MOTION CARRIED.**

Submitted by: **Valerie Fulcher**

Date: **December 20, 2002**